



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>December 1, 2011</u>		Total Internship hours at the start of the month:	470
Week	Functions	Description	Hrs
1	Week's Activities	Attend and provide professional development on using Web 2.0 & 21st Century technology tools; serve as the Technology Integration Mentor for campus & teacher support. Research and subscribe to technology and school administrator RSS feeds & journals. (8 Hours) Conduct a needs assessment for the campus and classrooms. Create partnerships with local businesses to assist with campus and classroom needs. Provide job-embedded training and provide on-going, in-class support to teachers based on campus and classroom needs. (4 Hours)	12
	Standard/Indicator	TF-I.B; TF-I.A	
	Communication with Site Mentor	Face-to-Face and phone	
2	Week's Activities	Develop a Moodle site for teachers to collaborate on lesson plan development, technology integration, and professional development. (7 Hours) Use the campus Moodle site to provide resources, collaboration, feedback, and assist teachers and staff with Web 2.0 technologies. (6 Hours)	13
	Standard/Indicator	TF-II.A; TF-II.B	
	Communication with Site Mentor	Phone, Email, and Face-to-Face	
3	Week's Activities	Use the campus Moodle site to provide resources, collaboration, feedback, and assist teachers and staff with Web 2.0 technologies. (6 Hours) On the Spot videos will also be created to reinforce	13

		Core Curriculum. (4 Hours) Provide job-embedded training and provide on-going, in-class support to teachers. (3 Hours)	
	Standard/Indicator	TF-II.B; TF-V.C; TF-III.C	
	Communication with Site Mentor	Face-to Face & Email	
4	Week's Activities	Design at least two technology-integrated curriculum units for using research-based decisions; incorporating student assessment tools; collaborate with and mentor other teachers. (Ongoing through Internship & completed this week) 8 Hours	8
	Standard/Indicator	TF-III.A	
	Communication with Site Mentor	Face-to Face & Phone	
5	Week's Activities	N/A Holiday Week	0
	Standard/Indicator		
	Communication with Site Mentor		
Hours worked this month:			46
Total Internship hours to date including this month:			516